



MANUAL

Student Manual



DEL ESTUDIANTE

2019

BCNLIP-LANGUAGE SCHOOL, S.L – B66070772

Avinyó, 50 08002 Barcelona, España Tel. +34 933 186 594 Fax: +34 933 014 696 info@bcnlip.com
www.bcnlip.com



BCNLIP- LANGUAGE SCHOOL

Student Welcome Manual

Welcome to BCN Lip Language School! We have created this guide to help you familiarize yourself with the center and our activities.

This manual contains useful information about the school, but if you have any questions or need more information, you can always contact our administrative team.

What is BCNLIP Language School?

BCN Lip Language School is a language academy founded by director and educator Sofia Pariente Buzón in 2008. Our name, BCNLIP, reflects the teaching philosophy we wish to impart: Barcelona Linguistic Immersion Programs, in which students learn the language while living it to the fullest.

We are a small school but we offer a wide range of languages:

- Spanish
- English
- Catalan
- French
- Portuguese
- German
- Russian
- Chinese
- Japanese
- Hebrew
- Italian

What is included in the enrollment at BCNLIP?

Your enrollment consists of an information packet about the course in which you signed up for, the first course book, free access to our cafeteria, right to the use of the school computers and free access to the WIFI network. You can also enjoy the cultural activities that we regularly organize in our center. The schedule and information for these activities can be found on posters in the school, and also on our social media pages.

What services does BCNLIP offer?

- School is handicapped accessible: entrances with ramps and a bar in the bathroom.
- Air-conditioned and heated
- Connection to Internet and WiFi
- Computers available for teachers and students

2019

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- Service of renting books and movies
- Constant hours of public attention via mobile phone and email.
- Support to foreign students in obtaining official documents such as NIE, leasing contracts, or student visas
- Multilingual advice regarding different aspects of life in Barcelona: culture, activities, gastronomy, festivals...
- Free newspapers in different languages
- Free cafeteria: coffee, teas, water, pastries, candies, and cookies at all hours
- Delivery of material: copies and book
- Free service of linguistic exchange
- Temporary art exhibitions directed by the MAMAC association
- Monthly activities: parties, nighttime excursions, daytime excursions
- Linguistic immersion activities integrated into the courses
- Airport pick up
- Delivery of diploma
- Certificate of achievement at the end of the course

How do we teach at BCNLIP?

We design our courses with the goal of having our students being able to communicate from the very first day. Our classes are specifically designed to allow students to practice the language through tasks that correspond to different situations of everyday life, which is now called the task-based approach. One of the key objectives of this teaching approach is based on learning a second language using the same the innate process that occurs in the acquisition of a mother tongue. The adult learner, just like a baby, should acquire a language through the need to communicate in different aspects of their daily life. In short, learning a language is not an isolated experience in the classroom where the student receives the knowledge and systematically applies it. It is rather a life experience where the student understands it as a process related to the ability to communicate in different aspects of life itself. Obviously, unlike the child, the adult is provided with all the tools and facilities available in order to advance the learning in an effective and dynamic way. In the classroom, we work all aspects of the language necessary for the proper development of it: the four language skills, grammar (grammar, spelling, pronunciation and prosody), lexicon and semantics and cultural references. We also provide our students with useful learning strategies for their development in the classroom.

Our teachers

All of our teachers meet the following academic requirements:

- University degree in a humanities or language field, preferably Hispanic philology
- Have completed an ELE course, or a language teaching course
- Minimum of 2 years experience as a language teacher
- Have mastered a foreign language
- Publications related to teaching are valued
- Interest in continued training is valued

Levels according to the Common European Framework of Reference for Languages (CEFR)

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Level A1: Is acquired when the student can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. The student can introduce him/herself and others and can ask, answer questions about personal details, such as where he/she lives, people he/she knows, and things he/she has. The student can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.

Level A2: Is acquired when the student can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). The student can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate basic need.

Level B1: Is acquired when the student can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. The student can deal with most situations likely to arise whilst travelling in an area where the language is spoken. Can produce simple connected texts on topics that are familiar or of personal interest. Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.

Level B2: Is acquired when the student can understand the main ideas of complex texts about both concrete and abstract topics, including technical discussions in his/her field of specialization. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear,

detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and independent disadvantages of various options.

Level C1: Is acquired when the student can understand a wide range of demanding, longer texts, and recognize implicit meaning. Can express him/herself fluently and spontaneously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed texts on complex subjects, showing controlled use of organizational patterns, connectors and cohesive devices.

Level C2: Is acquired when the student can understand with ease virtually everything heard or read. The student can summarize information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation. The student can express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in more complex situations

Evaluation

At BCNLIP we believe in continuous evaluation. For this reason, we organize three partial exams during the course, an exam when we change the level and the final exam. Remember that the final academic result will take into account fluency in oral expression, assistance, participation in class and homework. The final result:

- Written exams: 60% of the final result
- Oral expression: 20%
- Attendance: 5%
- Participation in class 5%
- Independent work 5% (homework, essays, etc.)
- Punctuality 5%

In the report we will also include recommendations to improve the student's learning. For us the academic report is not just a result, but also an analysis of the stage you are at in your learning process. This analysis

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helps us to detect your strengths as a language learner, and the areas needing attention. We can then create an action plan and determine how best to continue working.

Learning process: advice

In order to learn a language, it is not enough to simply attend a class. Your independent work is also very important. First, you need a study plan. Before beginning the course, ask yourself these questions:

- Why do you want or need to learn this language?
- Have you learned other languages? What did you find useful? Have you ever tried unsuccessfully to learn a language? What went wrong?
- What are your objectives?
- What do you need to achieve your learning objective?
- How can you study/learn better? What can you do to help yourself to learn? In what way?

Remember that you must try to have as much contact as possible with the language you are learning. Take advantage of the fact that you are in Spain:

- Watch your favorite series, or the television, in Spanish
- Do you like cinema? Have a look at our film library, or the website www.filmin.es
- Love meeting new people? Ask about our language exchanges
- Do you enjoy reading? We have a well-stocked library for you!

In this learning process you are not alone. Don't hesitate to speak with your teacher. Explain to him or her the things that are difficult for you, which situations you find the most challenging, etc. We will find the best way possible for you to address these challenges, depending on your learning style and on your needs and interests.

Material, tools and extra workshops

In BCNLIP we have plenty of material, tools and workshops to help you work on elements of language learning that are challenging for you. Every student is different, and so we have various options:

- Independent work

Library: We have lots of manuals, exercise books and fiction books that you take home to work with there. You have access to our library, where you will find plenty of pedagogic material to help you learn. Your teacher or our team at the reception can help you in selecting books. Ask for information at reception about our lending system. We require a deposit (€5) and you can enjoy the use of the book for one month. The receptionist will give you a receipt for the deposit and put your name down on the borrowing list.

Computers: To allow you to continue studying after class has finished, there are several computers available in the school.

List of online tools to improve your Spanish: in the library, you will also find a list of online resources so that you can practice and improve your Spanish on your mobile or laptop.

- Online Courses

In BCNLIP we offer online courses. All students have different interests and needs. With this platform you can personalize your learning, improve, and learn according to your specific preferences. However, you will not be alone: the teacher on the platform will help you to take decisions to plan your online learning.

2019

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Ask at reception about how to sign up.

- Workshops

Conversation workshop: Find it difficult to talk? This workshop is perfect for you. We meet twice a week just to have a chat.

Grammar workshop: Many students find grammar a challenge. With these workshops, you can revise and consolidate the grammar points you have been learning in class. It is also a good chance to address any aspects of grammar you find confusing.

Diction workshop: If pronunciation and intonation cause you problems this is the workshop for you. In it, we will work on Spanish phonemes and intonation to help you pronounce the language correctly and improve your fluency.

Ask at reception for timetable and levels of workshops.

Writing workshop: sometimes it is a little bit difficult to value your writing skills and we know that writing is very important for you because you need to use the written Spanish in the labour market and academic world. In this course, we will work reading, writing, orthography and stylistic devices.

Culture workshop: you can assist to these workshops on Friday evenings and they are very diverse: history of art, radio, theatre, literature... They usually last between 1 or 3 months. Just ask in reception or visit our blog or social network for more information.

- Private classes

Address your problem areas with a private teacher. Enjoy classes designed specifically for your needs and interests.

Do not hesitate to talk with your teacher if you are not sure which option is best for you!

2019

BCNLIP-LANGUAGE SCHOOL, S.L – B66070772



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Preparation and examination dates DELE 2019

In BCNLIP we offer preparation classes for the DELE examinations.

The DELE are official Spanish language qualifications issued by the Cervantes Institute on behalf of the Ministry of Education, Culture and Sport

Call	Written exam	Last day of registration	Levels
February	Friday, 8 of February	9 of January	A2
April	Friday, 5 of April	6 of February	A1, A2, B1, B2, C1
May	Friday, saturday, 24-25 of May	27 of March	A1, A2, B1, B2, C1, C2
July	Friday, 12 of July	16 of May	A2, B1, B2, C1
September	Friday, 13 of Septiembre	24 of July	A2
October	Friday, 4 of October	21 of August	A2, B1, B2
November	Friday, saturday, 22-23 of November	9 of October	A1, A2, B1, B2, C1, C2

Ask at reception for an assessment if you would like to take the DELE exam, or ask your teacher. You can also request a meeting with the academic coordinator on Fridays between the hours of 9.30 and 13.30 and Wednesdays between the hours of 16.00 and 18.00. You can ask the coordinator for a level test to determine which exam to take, and ask for information on when and how to do so.

Rules and regulations of BCNLIP:

Policy for class cancellations:

A. If you are signed up to a long-term course on a visa:

- **In order for you to save cancelled classes**, you need to inform us at least 8 working hours before the class. To cancel the class you need to follow the link <http://bcnlip.com/courses/classes> , click the button “cancel the classes” and fill in the form.
- **You can use cancelled classes** only within the duration of your course by doing more hours.
- **You have the possibility to extend your course** with your remaining hours if you are not going to renew your NIE. We cannot deduct the hours you have not used in the new course if you need the NIE renewal.
- **If you cancel your course before starting it or while you are studying**, you may give away or sell the remaining hours only to the person who has never been studying in BCNLIP, i.e. they cannot be current students. Under no circumstances will you be able to get a refund. Remember that in this case you are not going to get a final certificate.
- **Remember that to get a certificate in the end of the course**, you need to attend to classes and you cannot give away or sell any of your classes.

2019

BCNLIP-LANGUAGE SCHOOL, S.L – B66070772



BCNLIP- LANGUAGE SCHOOL

- **You may cancel 30% of your classes** but remember that you can save only the hours of a general course, and Grammar and Conversation workshops (the Writing and Phonetics workshops are free and cannot be saved). Grammar and Conversation workshops may be changed for 4 (four) hours of a different language.

B. If you are signed up to a course that doesn't require a visa:

In order for you to save cancelled classes, you need to inform us at least 8 working hours before the class. To cancel the class you need to following the link <http://bcnlip.com/courses/classes> and fill in the form.

- **You can use cancelled classes** by doing more hours or taking up another language. Your credit never expires.
- **For the weekly courses of 4 (four) or 6 (six) hours**, you can only cancel 5 (five) times maximum per trimester. A cancellation can include more than one class.
- **For the intensive courses from 8 to 10 weekly hours**, you're allowed to **cancel up to 10** times per trimester. A cancellation can include more than one class.
- **If you cancel your class** before starting it or during your period of studies, you can give or sell the rest of your hours to a person who is not a current student of the school, that it to say he or she can't be a student of BCNLIP. Under no circumstances the will the balance be paid back.

Policy for the obtaining of the Course Certificate (Completion Certificate):

At the end of your course, you can ask us for a Course Completion Certificate and a Certificate of Acquired Level. For this, it is necessary to make an appointment with the school administration at the following email: info@bcnlip.com

The Course Completion Certificate will be given only if you have fulfilled the following requirements:

- Passed a level test for the enrolled course
- Attended to classes

We remind you that our certificate is not officially recognized by the Ministry of Spain. We recommend you to get a DELE certificate.

Cambio de las clases de grupo por clases privadas:

Las clases en grupo nunca se cambian por las clases privadas.

Changing group classes for private classes:

Group classes never may be switched for private classes.

The refund of the Course:

The school will refund the amount for the Course only under the next two circumstances:

- **if the School cancels the Course** due to insufficient number of students or any organization problems.
- **if your visa/NIE renovation was denied** – in this case it's necessary to send the refusal document to the school: please, don't forget, that the school will retain the cost related to enrollment fee. In case of your visa being denied the School will retain 200 Eur and if the renovation of your NIE was denied, the School will retain 100 Eur.

2019

BCNLIP-LANGUAGE SCHOOL, S.L – B66070772



BCNLIP- LANGUAGE SCHOOL

The amount will be refund during 30 calendar days.

Choosing a teacher:

It is possible to choose a teacher when there are free spaces in the class of a corresponding level and it does not affect the number of students needed to ensure that the class remains open to other students. BCNLIP has the right to change the teacher during a course if necessary (if a teacher is ill, for example).

Changing group in the same course:

Students will be able to change the group in the same course when there is a justifiable motive (for example, schedule incompatibility because of work or other studies) if there is space in the new group, and it does not affect the number of students required to keep the class open.

Changing course or level:

The course or level can only be changed if it can be proven that the student is not in the proper level or course. For that, it depends on the opinion of the teacher and if necessary, a level test.

Duration of the class:

The class hour at our center is 55 minutes.

Help with soliciting your NIE:

At BCN LIP, we are delighted to help our students. Therefore, if you have any questions when it comes to applying for your NIE or you need help with any other bureaucratic issue, do not hesitate to make an appointment with the school. Normally, the hours are Thursdays from 9:30 to 17:00.

Use of the cafeteria:

You can use our cafeteria, equipped with coffee, tea, water, biscuits and pastries. There are ceramic cups available. The mugs belong to the teachers and cannot be accented, but you may bring your own mug and leave it if you wish. It is very important to keep the area clean: do not leave crumbs, wrappers, or dirty cups. Keep all of the containers (milk cartons, coffee and sugar) properly closed after using them.

Classroom behavior. The 10 commandments of BCNLIP:

1. Thou shalt not be late
2. Thou shalt not use the mobile phone in class
3. Thou shalt not take breaks in the middle of the class
4. Thou shalt not speak the native language
5. Thou shalt respect the teacher
6. Thou shalt come to class prepared
7. Thou shalt take the level test
8. Thou shalt do your homework
9. Thou shalt come to class regularly
10. Thou shalt contribute to the good atmosphere in class

Lost objects

Watch your belongings, because the school is not responsible for lost objects. If you find any lost object, you can leave it at the reception desk. If you forgot anything at school, please ask on the reception for the lost object.

2019

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Work calendar Barcelona 2019

2019

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Enero

L	M	X	J	V	S	D
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

-1 de Enero. Año nuevo

Febrero

L	M	X	J	V	S	D
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Marzo

L	M	X	J	V	S	D
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Abril

L	M	X	J	V	S	D
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

-19 de Abril. Viernes Santo
-22 de Abril. Lunes de Pascua

Mayo

L	M	X	J	V	S	D
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

-1 de Mayo. Fiesta del Trabajo

Junio

L	M	X	J	V	S	D
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

-10 de Junio. Pascua Granada
-24 de Junio. San Juan

Julio

L	M	X	J	V	S	D
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Agosto

L	M	X	J	V	S	D
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

-15 de Agosto. Asunción de la Virgen

Septiembre

L	M	X	J	V	S	D
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

-11 de Septiembre. Día de Cataluña
-24 de Septiembre. La Mercè

Octubre

L	M	X	J	V	S	D
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

-12 de Octubre. Fiesta Nacional España
calendarioslaborales.com

Noviembre

L	M	X	J	V	S	D
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

-1 de Noviembre. Día de Todos los Santos

Diciembre

L	M	X	J	V	S	D
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

-5 de Diciembre. Día de la Constitución España
-25 de Diciembre. Natividad del Señor
-29 de Diciembre. Sant Esteve

2019

BCNLIP-LANGUAGE SCHOOL, S.L – B66070772



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Comments and Suggestions

In BCNLIP we always try to provide the best service to our students. We value your opinion and we would like for you to share it with us in these two ways:

Satisfaction surveys: At the end of each course, we ask you to fill out a brief survey about the quality of our services. We encourage you to express your satisfaction or dissatisfaction so that we can take the appropriate actions.

Administration and student services: you will be able to talk to any of the employees at the center to express your questions, concerns, disagreements or suggestions for improvement and you can be sure we will help in any way we can.

Contact us

Director of the school:

Sofía Pariente Buzón (Spanish, Catalan, English and French)

Administration and student support:

Olga Mandzhieva (Spanish, English, Korean and Russian)

Irada Gardashova (Spanish, English and Catalan)

Maria Selezneva (Spanish, English, Russian and Chinese)

Ana Pérez (Spanish, Catalan, English and Korean)

Alisa Smolskaya (español, inglés y ruso)

Evgeniia Grebennik (español, inglés y ruso)

Viktoria Uskova (español, inglés y ruso)

Paula Golart (Spanish, English and Portuguese)

Head of studies:

Alejandro Saenz

Class cancellation:

cancelar.clases@bcnlip.com

Accommodation Support:

M^a Eugenia Alegre: 722471012 bcnlipeugenia@gmail.com

2019

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BCNLIP- LANGUAGE SCHOOL

Phone: +34 933186591

Mobile: +34 616683424

Email: info@bcnlip.com

24-hour emergency number: +34 657515152

School hours:

From Monday to Friday 9:30 to 21:30

Saturday: 16:00 to 20:00

Location

We are at C/ Avinyó, 50

08002 Barcelona, España

● **L3**
DRASSANES/LICEU

● **L4**
JAUME I



If you are coming from the airport, you can use the bus service that connects the airport to the center of Barcelona every 5 minutes, every day of the year. It's called **AEROBUS**.

In more or less 35 minutes, you can get from the airport to the center of Barcelona, without having to make any transfers.



The price per trip is **5,90€**

Aerobus lines:

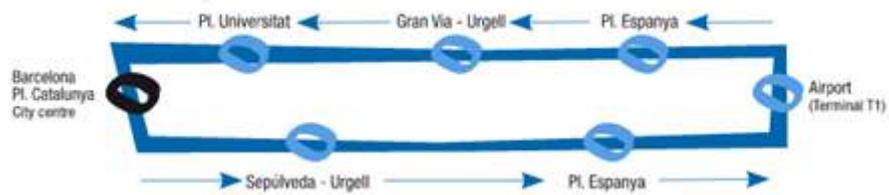
Route:

2019

BCNLIP-LANGUAGE SCHOOL, S.L – B66070772



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Schedule:

A1

Pl. Catalunya (Barcelona) - Terminal T1 (Airport)

From 05.00 h to 06.50 h every 10 min

From 06.50 h to 21.45 h every **5 min**

From 21.45 h to 00.30 h every 10 min

Terminal T1 (Airport) - Pl. Catalunya (Barcelona)

From 05.35 h a 07.30 h every 10 min

From 07.30 h a 22.25 h every **5 min**

From 22.25 h a 01.05 h every 10 min

A2

Pl. Catalunya (Barcelona) - Terminal T2

From 05.30 h to 06.50 h every 20 min

From 06.50 h to 22.20 h every **10 min**

From 22.20 h to 00.30 h every 20 min

Terminal T2 (Airport) - Pl. Catalunya Barcelona)

From 06.00 h a 07.00 h every 20 min

From 07.00 h a 23.00 h every **10 min**

From 23.00 h a 01.00 h every 20 min

The service functions 365 days a year, always with the same schedule.

Emergency numbers:

All emergencies

112

CatSalut Respon

061

Fire Department

080

Guardia Urbana (police)

2019

BCNLIP-LANGUAGE SCHOOL, S.L – B66070772



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Mossos d'Esquadra (autonomous police)	092
National Policel	112
Civil Guard	091
Handicapped taxis	062
	934 208 088

What is there to see in Barcelona?

Here we give you some interesting web pages that you can consult for information about the most emblematic places in Barcelona:

www.timeoutbarcelona.es

www.bcn.cat/es

www.barcelona-metropolitan.com

2019

BCNLIP-LANGUAGE SCHOOL, S.L – B66070772



EMERGENCIAS	112
AMBULANCE	112
POLICE	112
FIRE	112
COUNCIL	010
INDUSTRIAL EMPLOYERS WORKPLACE LIABILITY INSURANCE ASSOCIATION	900 180 875
WATER COMPANY	935 219 777
ELECTRICITY COMPANY	800 76 09 09
GAS COMPANY	800 76 09 09

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Realizado por:
Signature Not Verified

Digitally signed by OTP-OFCINA TECNICA DE
PREVENCIÓN, S.L.
Date: 2019.07.12 14:11:43 CEST
Reason: OTP-Oficina Técnica de Prevención, S.L.
Location: BARCELONA

Fdo.: Alicia Fernández López
Técnico Superior



Recibí:

Fdo.:
Empresa: BCNLIP-LANGUAGE SCHOOL,
S.L.
Fecha:

Fecha: 12.07.2019

The business is located in C/ AVINYO, 50 08002 BARCELONA (BARCELONA). None of the surrounding businesses are thought to present any kind of danger to the health and safety of employees.

The principal aim of BCNLIP-LANGUAGE SCHOOL, S.L, in CENTRO BARCELONA teaching centre, is LANGUAGE TEACHING. Generally speaking, the activities carried out in this business fall under the category of language teaching, both within its own teaching centre as well as in other locations.

Control Centre

The Control Centre is the area where all means of communication are located. Here you can find all of the necessary documents outlining emergency procedures.

THE CONTROL CENTRE in this case, is:

RECEPTION

Meeting Point

The aim of the emergency manual is to facilitate a safe evacuation of the building for all employees and all who visit the location. A certificate of verification and guarantee is required to ensure this is the case.

This certificate can be obtained by clearly marking all outdoor meeting points, where all employees should convene once evacuation has been completed. This way we can use the evacuation and alarm systems to determine whether there are any employees still in the building.

MEETING POINT:

The main door of the business

ALL employees are required to participate in emergency procedures. Some employees are required to fill a specific role should the situation arise.

TEAM	DESIGNATED EMPLOYEES
<p>CHIEF EMERGENCY OFFICER</p> <p>Will work from the communications centre of the establishment to assess the risk of the emergency in question. Once the available information has been assessed help, should be sent to the affected area both in terms of internal and external services. This is the highest position within the businesses far as emergency situations are concerned.</p>	CERQUERIA GOULART, PAULA
<p>WARNING AND EVACUATION TEAM</p> <p>Team members ensure that the alarm has been sounded and that a complete, calm and orderly evacuation is carried out.</p>	Names are not necessary due to the size of the business in question
<p>FIRST AID TEAM</p> <p>These team members should be skilled and trained. They should go straight to the area in which the emergency has been reported so as to attempt to provide first aid help.</p>	Names are not necessary due to the size of the business in question

All designated staff members are to undertake a training course regarding fire prevention and extinction as well as other emergency procedures.

IN THE EVENT OF FIRE

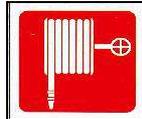
If a fire has been detected

- 1 Report the emergency immediately to the main centre by calling: 933186591
2. If the fire is small and presents a low risk you may attempt to put it out. If not, isolate the area closing windows and doors and disconnecting electric equipment if the magnitude of the fire allows for it.
3. Follow the instructions of your emergency officers

If you are trapped in a fire

- 1 Move on all fours, holding your breath and close your eyes where possible.
- 2 Try to use doors to separate yourself from the smoke.
- 3 Cover the slots and openings around the edges of the doors using any kind of rug or cloth. Use water to moisten them where possible.
- 4 Find an area with a window. If possible, open it a little.
- 5 Show your position by waving from the window. If you have access to a phone, call the fire services and let them know your location.

Fire extinguisher Symbols:



HOW TO USE AN EXTINGUISHER?

1 SELECT THE APPROPRIATE EXTINGUISHER

TYPES OF EXTINGUISHER	CLASES DE FUEGO			
	A	B	C	D
	SOLIDS	LIQUIDS	GASES	METALS
Water hose	⊗⊗			
Pulverized water	⊗⊗⊗	⊗		
Polyvalent powder	⊗⊗	⊗⊗	⊗⊗	
Carbonic anhydride	⊗	⊗⊗		
Specific extinguisher for metal fires				⊗

There is a reminder of how to use an extinguisher printed on the side of the apparatus.

It is important that you know where all extinguishers are located.

Make sure access to the extinguishers is not blocked

If an extinguisher is used or found empty, it should be reported to the centre and replaced.

Do not combat a spreading fire outside of the area it started.

Once the fire is extinguished, make sure there is no possibility that it might reignite. Do not leave the site until you are sure.

2	3	4	5
Pull off the safety catch	Stand at 3m from the fire and point the nozzle in the direction of the wind, aiming at the base of the flame.	Pull the trigger whilst keeping the extinguisher in an upright position.	Move the nozzle slowly from side to side attacking the base of the front part of the fire before moving forward. This will stop you from becoming trapped.

REMEMBER

When combatting gas fires, make sure the direction of the extinguisher aligns with the direction of the gas leak.

Fires involving petrol-based products must be extinguished moving from the affected area towards the ignition source.

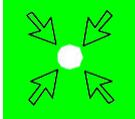
EMERGENCY ACTION PLAN

Class "A" fires: leave a good layer of powder on all surfaces to prevent reignition.

If your escape route is blocked or in flames,
If your extinguisher runs out,
If you cannot be sure to keep fighting the fire in a safe manner,

LEAVE THE AREA IMMEDIATELY

In the event of an evacuation

1 Evacuation alarm signal:	
2 In case of a signal to evacuate:	3. Signs:
<p>a Evacuate all facilities immediately</p> <p>b Stay calm and DO NOT block the exits</p> <p>c Use mared evacuation routes</p> <p>d Follow the instructions of your designated emergency team!</p>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Emergency exit</p> </div> <div style="text-align: center;">  <p>Meeting point</p> </div> </div>

In the event of an accident

Serious accidents	If the person is on fire:	
1 Stay calm	1	Cover them with a blanket or jacket
2 Seek medical help using the list of emergency numbers.	2	Cool them down with water
3 Assess the situation before taking action	3	Do not attempt to remove any clothing that is stuck to their body
4 Examine the injured person without any unnecessary touching	4	Make sure they are taken to hospital URGENTLY
5 Act fast but don't rush		
6 Do not move the injured person until you are sure of what is wrong		
7 If they are unconscious do not give them anything to drink		
8 Keep them warm		

1. Make sure the area around the accident is safe, keeping an eye out for your own safety and that of the injured person. Do not act in a way that may risk your own life.
2. Evaluate the damage (number of people injured, severity of injuries, possibility of fire or explosion etc.)
3. Call 112 (emergency services) and ask for help (be aware that they may transfer you to an on-call doctor) always hang up last.
4. Stay calm and act quickly, helping the victims safely without being rough or hasty.
5. If you suspect spinal damage, try not to move the victim as you may cause a modular lesion (paraplegia and tetraplegia)
6. Check to see if they are conscious using verbal stimuli (speaking), if there is no response you may use physical stimuli i.e. touching them, and then, if unsuccessful, use painful stimuli such as pinching.
 - If they do not respond to any stimuli, they are unconscious. Make sure to keep track of their vitals, pulse and breathing!
 - If the victim is conscious keep them calm. Ask them what happened and if they have any allergies. Make sure you ask fast, they may yet fall unconscious!
7. Always pay first attention to respiratory difficulties and haemorrhages as time is an essential factor in treating such cases.
8. At all times keep track of their breathing, pulse, skin tone, temperature and the size of their pupils.
9. If there are no spinal injuries, put the injured person into the recovery position, in the same spot as the accident unless the area is now unsafe.
10. Do not give the victim any food, drink or medicines. Only in the case of burns may you use small quantities of water to rehydrate the victim.
11. Contact a doctor and in case of emergency arrange for a hospital transfer.
12. In the event of skin/eye contact with acids or alkalis, wash the affected area under water for 15mins. Afterwards they will be transferred to the nearest medical centre.
13. In the event of accidental ingestion:
 - Try to find out what kind of toxin has been ingested and call the National Toxicology Institute: 91 562 04 20
 - Do not induce or provoke vomiting.
 - Keep the victim calm and cover them with a coat or blanket.
 - Make sure they are transferred to a hospital.
14. In the event that a foreign object has entered the body do not attempt to remove it as this may cause a haemorrhage

Instructions in event of an emergency

If you discover a potential **emergency**, warn:

1. Your colleagues
2. The person in charge

In the case of a **fire** use and extinguisher if you know how

1. Find the nearest extinguisher
2. Warn others before taking any action that might affect them
3. Never act alone

If the **fire won't go out**

1. Leave the scene of the fire
2. Do not go back in
3. If there is a lot of smoke crouch down as you walk
4. Close all doors
5. If your clothes are on fire tear them off and stamp them out, do not run.
6. The alarm, speakers or your colleagues responsible for sounding the alarm and evacuation will let you know what you should do.

When **evacuating** the building:

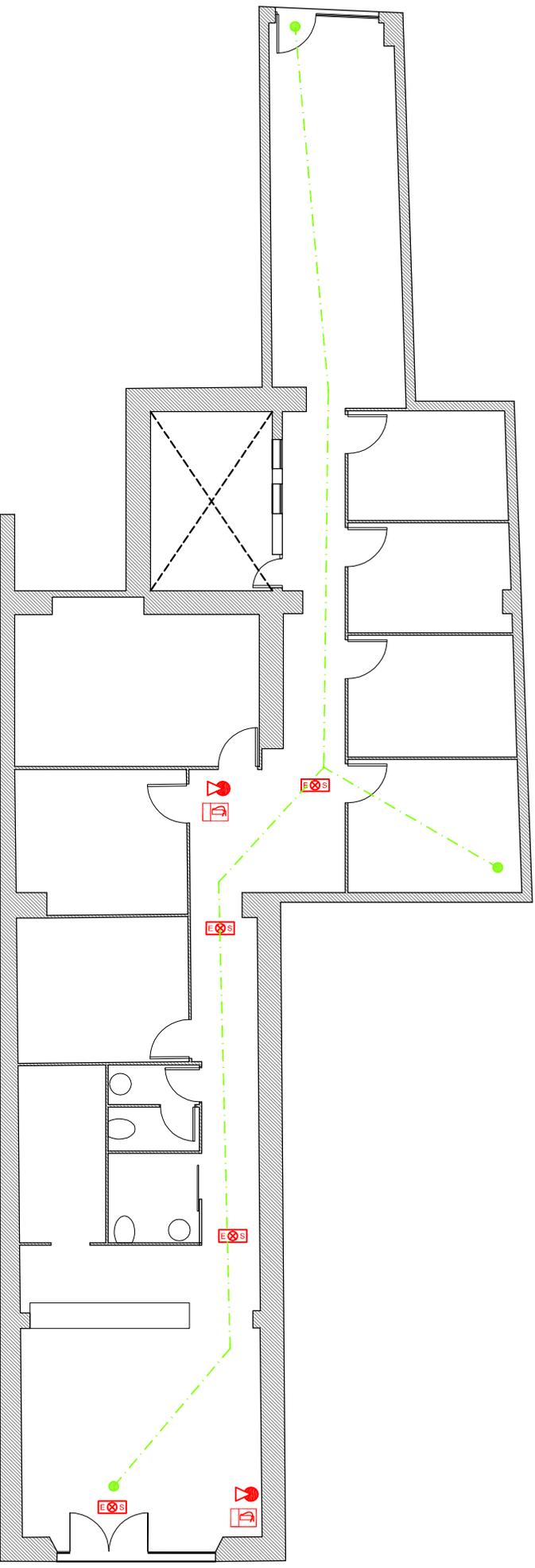
1. Keep calm
2. Leave the building
3. Do not use the lift
4. Go to the meeting point and await instructions

Familiarize yourselves with the rules for fire prevention concerning the building

Warn maintenance staff or your supervisor of any anomaly, which might lead to a fire or any kind of emergency situation.

Inform yourself of evacuation routes available in the building, as well as all emergency signs.

SIMBOLOGIA GRÀFICA - INCENDIS	
	EXTINTOR D'INCENDIS
	CARTELL INDICATIU
	LLUM D'EMERGENCIA
	RIJADOR AUTOMÀTIC



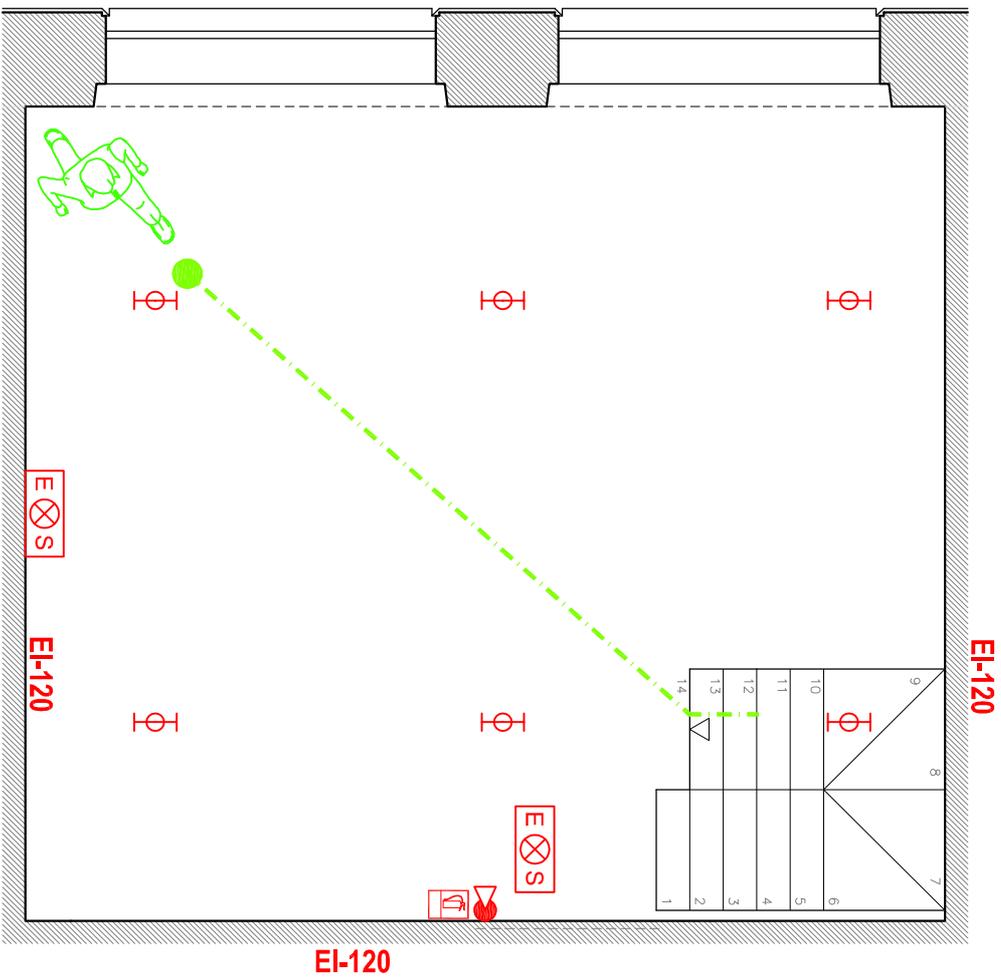
BCN LIP LANGUAGE SCHOOL, S.L.
 C. Avinyó, 50
 PLANTA GENERAL
 Evacuación e Instalación Contra Incendios

SIMBOLOGIA GRÀFICA - INCENDIS	
	EXTINTOR D'INCENDIS
	CARTELL INDICATIU
	LLUM D'EMERGENCIA
	RIJADOR AUTOMÀTIC



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 C. Comtessa de Sobradieil, 4
 PLANTA BAIXA
 Evacuación e Instalación Contra Incendios

SIMBOLOGIA GRÀFICA - INCENDIS	
	EXTINTOR D'INCENDIS
	CARTELL INDICATIU
	LLUM D'EMERGENCIA
	RUIXADOR AUTOMÀTIC



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 C. Comtessa de Sobradieil, 4
 PLANTA ALTILLO
 Evacuación e Instalación Contra Incendios